

# Guidelines for Rally Hosts

Rally Host and optional Co-Hosts are the keys to a successful Rally. Often, the hosts have experience with rally planning and the co-hosts are learning. Together, they find a location, plan meals and activities, and lead the event. The Rally Coordinator can help with questions.

The following provides guidance to organize a rally. These are guidelines and not all guidelines apply to all rallies. We also must remember that not every event happens as planned; sometimes we must improvise, adapt, overcome and enjoy!

## **Rally Date Guidelines**

Rallies are normally held April through October, with the following considerations:

- Major summer holidays may present reservation and scheduling difficulties.
- Rallies are held for at least 2 nights.
  - Two-night rallies are generally Friday and Saturday nights.
  - Three-night rallies can be Friday evening to Monday morning or Thursday evening to Sunday morning.
- The Region 10 Rally is held during even-numbered years.
- April is the Breakout Rally (*first outing of the year for some*).
  - A low elevation site and meeting room are recommended.
- August is recommended for the Officer Installation and Idaho Club Business Meeting.
  - A shelter or meeting room is recommended.

**NOTE:** It is imperative that the rally planning begin very early due to reservations for some places beginning a year in advance.

We have a few things in storage, located in Boise, for rally purposes. Contact the Rally Coordinator to schedule item(s) for pickup and return. If the Host or Co-Host is not from the Nampa-Boise area, please ask a member attending the rally to transport the items.

|                           |                              |                             |
|---------------------------|------------------------------|-----------------------------|
| Large roaster             | Heavy duty vinyl tablecloths | 6' tables (2)               |
| 10x10 pop-up shelters (2) | Idaho Unit banner flags (2)  | Directional signs           |
| Extension cords           | Ladderball Game              | Lawn Toss (safe darts) Game |
| Collapsible wagon         | Parade flag with ribbons     |                             |

## **Rally Activities & Meals**

- Plan one or two group activities. Ideas include:
  - Visit local museums, tour assembly plants or other unique sites.
  - Contact the local Chamber of Commerce or Visitor's Center for ideas.
  - Seminar or Historical Speaker about the area.
  - Evening campfire(s), games, crafts, festivals, etc.
- Determine if the activity and/or meal cost will be collected with the registration of the rally or paid at the entrance by each individual.
- Create an Itinerary. This will help during the planning stages. You'll provide all attendees with the final version prior to the rally.

**Happy/Social Hour** is a great time to make announcements, introduce new members, and visit. Attendees furnish their own beverages and may bring snacks to share. All you need to do is dedicate specific time on the itinerary!

**Meal planning** varies due to the type of rally, location, and resources available. Some costs could be included in the initial rally fee, or an option on the registration, or individual pay. Remember to include the meal plans in the itinerary so attendees can prepare. Here are some ideas:

- Restaurants
  - Reservations may be needed.
  - Confirm menu selections. Some may allow orders from the menu and others may limit selections.
  - Determine when a final head count is needed.
  - Do individuals pay for their own meal or is it an option on the registration with a fixed cost?
- Catered meals
  - Normally a per person fee.
  - Determine when a final head count is needed.
  - Individuals pay for their own meal - list as option on registration with fee.
- Host provides a soup or main course such as meat.
  - Attendees bring side dishes and/or desserts.
- Potluck.
- Continental-style breakfast (fruit, pastries, yogurt, etc.) can be provided by the Host.
- Bring a sack lunch (if you're going somewhere away from food sources).
- Potluck leftovers.
- You're On Your Own (YOYO), if no scheduled meal.

Everyone is responsible for their own mess kit (plate, utensils, napkins, drink, etc.)

## **Rally Fee – Nonrefundable**

There is a non-refundable \$20.00 rally fee, per trailer, at time of registration that can help cover ‘**Common**’ expenses such as a meeting space, a hosted meal, and/or an optional welcome bag. Common expenses could include:

- Meeting space, if needed, could be a pavilion, inside meeting room, or extra site.
- When the Host provides the meal, meat, soup, etc., a portion of the Common fee can be reimbursed to the host to pay for the food purchased.
- Welcome Bag (*optional*): This could contain the printed itinerary, pamphlets of local attractions, an area map, a couple of snacks, information about the theme, etc.

**NOTE:** When planning, the goal is to keep the common costs no more than \$20 per trailer.

## **Rally Planning & Communication**

**1 year - 9 months, or more, prior to the rally:**

- Contact the location:
  - How many sites can be held for the rally?
    - Cost for holding sites.
    - Does the first night need to be paid for at time of holding sites.
    - Payment deadline for held sites.
    - Cut-off date for reservation of held site.
  - Verify reservation policies.
  - Verify all site costs, including any discounts.
  - Verify payment procedures.
  - Identify locations pet policy.
  - Verify cancellation policies.
- Determine the need for gathering space.
  - A nearby facility (park shelter, rec hall, community center, restaurant, etc.) may need to be reserved. Inquire if there is a fee for use or if an application or reservation is needed.
  - Confirm facilities for meetings and meal planning, if needed.
  - Inquire about group activity if there is a fee.
    - When do reservations need to be made.
- If pre-payment is required, the Host should discuss options with the Rally Coordinator and Treasurer.

**9-6 months** prior to the rally:

- Create a promotion/advertisement for your rally (see [sample](#) in Appendix).
  - Necessary information includes:
    - Host & Co-Host Name(s), Phone number(s), and Email(s)
    - Rally Name
    - Rally Dates
    - Rally registration Opening Date
    - Rally registration Closing Date (*last date to sign up to attend the rally*)
    - RV Park & Site Information:
      - Name, address, phone #, and website link
      - Campsite registration/payment deadline date (*sometimes it is a couple months prior to the rally*)
      - Campsite cost per night (*note the cost difference for 30A vs. 50A, or no hookups*)
      - # of sites available
  - ❖ Preferred: Prior to attendees completing the rally registration, they are instructed to contact the RV Park and make their own reservation and pay for their site, noting they are with the Idaho Airstream Club.
  - ❖ Sometimes, in order to reserve sites, the Club pays for the first night only, and attendees are instructed to contact the RV Park to reserve a spot and pay for additional nights. This first night fee would be included in the registration.
  - ❖ Occasionally, the Club must purchase all sites in advance in order to reserve them. In this case, the entire fee will be included in the registration.
    - Campground amenities (services such as electricity, water, sewer, dump, pool).
    - Activity information, including costs (if any) for outings, dinners, etc. that people can sign up to attend.
- Share the draft with the Rally Coordinator for confirmation all needed info is provided.
- Share the final with the Webmaster and Newsletter Editor for publication.
- Complete the *Rally Host Questionnaire* on the Idaho Club website. (<https://airstreamclub.org/idaho/rally-hosts-input-form>). The webmaster uses this information to create the registration form. (see [sample](#) in Appendix)

**1 month** prior to the rally:

- Confirm all reservations for meals and activities, as needed.
- Make your shopping list.

**2 weeks** prior to the rally:

- Provide the final rally itinerary to all participants, via email.
  - You, the Host, will receive a copy of each registration via email. This email will include their name and email address for communication purposes.
  - Note any changes or options on their form.
- Prepare the Welcome Bags (one per trailer) if you choose to do so.
- Schedule a day to go shopping.

## RALLY FEE CALCULATION GUIDELINES

All Idaho Airstream Club Rallies are self-supporting. Costs are not paid by the Club unless approved by the Executive Board before the rally.

The Host will track potential attendees and expenses.

- If, by chance, we are given a donation for a specific purpose, the Host will track all expenses this donation was used for.

The ***Rally Fee Calculation Workbook*** provides an easy-to-use spreadsheet format to help calculate the Rally Fee. Examples of the pages are found in the Appendix. The workbook will be shared by the Rally Coordinator for your use.

- The non-refundable \$20 Rally Fee covers [Common expenses](#). (See page 2)
  - If more than two people per trailer, an additional \$7.00 per person (ages 10+) can be added to help with Host provided meals.
- Additional fees are collected at registration, if needed, and could be optional. Samples include outings, group activities, craft supplies, reservations, buffet meals, etc. Attendees will be able to choose if they want to participate, or not.

### REIMBURSEMENT OF COMMON RALLY EXPENSES to HOST

- The Host can contact the Treasurer to make any necessary payments directly to the vendor, prior to the rally; or
- The Host can pay, then request reimbursement.
  - Host submits all receipts, with accounting, to the Treasurer. The Treasurer will reimburse the Host for rally-related purchases that will be recouped upon attendee registration.
  -

### RALLY FEE CALCULATION WORKBOOK

Use the Excel spreadsheet tabs in the workbook to track attendance and expenses for the rally.

- If using Excel, cells will automatically update as information is added.
- If by hand, you'll do the math.
- The [Roster/Tally tab](#) = Keep track of registered attendees, their rally fee, and the amount collected from their registration. IF you are assigning camp sites, this form will help you.
- The [Fee Calculation tab](#) = Helps the Host determine the Per Person and/or optional Per Trailer charges. Use this page to keep track of expenses by entering them as they occur.

Optional expenses can be paid with the registration or paid by each participant at the time of dinner/event depending on the situation.

- If tickets need to be purchased in advance, pre-pay with registration is recommended so funds are available to purchase the tickets.
- If the optional outing can be paid upon arrival, pre-payment may not be necessary.

To calculate the **Common Fee** column:

**Roster|Tally tab:**

1) Note how many Airstreams have registered: \_\_\_\_\_

**Fee Calculation tab:** *(if using Excel, formulas are already entered)*

- 1) Enter your best guess of all fee descriptions and their associated cost in the appropriate columns. This creates the “Total Rally Expenses”
- 2) Add amounts in ‘Common Fees’ column – put total in cell H25.
- 3) Enter the Number of Airstreams attending in cell H27.
- 4) Divide ‘Total Rally Expenses’ (cell H25) by the number of Airstreams attending (H27).
- 5) Round up to the whole dollar - Enter amount in ‘Net Rally Fee per Trailer’ (cell H28).

This amount (cell H28) must be equal to or less than 20.00 as that is the set “Common Fee”.

If it is not, decide what could be an “Option”; if nothing, the Additional Rally Fee will need to be added to the registration form as an “Additional Cost” with a description of what it’s for.

Remember, the Rally Coordinator or [Lorrie Wilson](#) can help you!

## **Cancellation Process**

Payments made in advance for rally reservations will be forfeited in the event of attendee cancellation.

Each attendee is responsible for notifying the Rally Host as soon as possible if they need to cancel.

- This allows the Host to modify any reservations to try to prevent charges to the club; and
- Connect anyone on the waitlist with the canceling party to transfer reservation(s) and provide an opportunity for reimbursement.

A refund of any additional cost(s) paid at the time of registration depends on the venue/activity cancellation policy.

Each attendee is responsible for notifying the RV Park (or location) to cancel their site reservation via parks cancellation policy or change the name on the reservation if someone from the waitlist will be taking your reservation.

All rally fees made in advance will be forfeited if the member does not show up for the rally.

### **Please Note:**

*This document is a guide to help Rally Hosts. Changes to these guidelines can happen at any time. Please submit questions/comments to the Rally Coordinator.*

## Appendix

### **Sample = Promotion**

Get the scoop on the July Rally!

### Arrowhead RV Park on the Payette River in Cascade

<https://arrowheadpark.com/>

**DATES:**  
The official Rally is Friday July 21<sup>st</sup> through Sunday morning July 23<sup>rd</sup>.

The Club has reserved the dates from Thursday July 20<sup>th</sup> to Monday July 24<sup>th</sup> – so stay an extra day or two, as other members will probably do so, too.

**RESERVE YOUR SPOT NOW:**  
The resort can potentially accommodate everyone in the club – subject to availability. They are guaranteeing us 16 sites of which 14 are on or near the river, **until April 1<sup>st</sup>**. If more than 16 club members want to participate, great, but the sooner you call the resort and reserve, the better your chances!

To reserve a spot, you must personally call resort manager Kylie (208) 382-4534. You will pay in full at that time.  
**IMPORTANT:** Be sure to mention  or Idaho [Airstream Club](#).



**NOTE:** The cancellation policy is very strict. You lose one full day of payment if you cancel, no matter how far ahead. They will let you keep the 1 day as a credit to use at another time or give it to another person.

**FUN at CASCADE:**

- Boating and fishing: You can bring small boats and kayaks or possibly rent a kayak from them. There is a small boat launch.
- The Park offers wood-carving, shuffleboard, horse shoes, volleyball...
- The Rally will have social (cocktail) hours and a hosted dinner. Karen and Gary will lead an optional hike or two or provide information on nearby hikes for all abilities.

& Hot Springs, Lake Cascade, McCall, and more.

**WATCH FOR THE SIGNUP COUPON!**  
Watch your mailbox – the signup coupon will be out soon.

**FOR MORE INFORMATION:**  
Please contact  with any questions.

**Sample = Itinerary (detailed)**

**Idaho Airstream Club**

## Oregon Trail - Wally Byam Roots Rally




**Location** Mountain View RV Park (541-523-4824)  
 : 2845 Hughes Lane, Baker City, Oregon, 97814

**Date:** June 20-23, 2024

**Hosts:**

### AGENDA

| <b>Thursday June 20</b> |   |   |
|-------------------------|---|---|
| <b>11:00 am +</b>       | Check-in Time Opens. Relax, explore.  |   |
| <b>4:15 pm</b>          | Brief Meet & Greet - Then we recommend for \$12 the Baker City Wine Walk: <a href="https://www.bakercitydowntown.com/wine-walk">https://www.bakercitydowntown.com/wine-walk</a><br>Note: Not every stop on the map serves wine. Some businesses instead offer beer, cocktails, snacks, or non-alcoholic beverages.                              | Enjoy the shops and dinner on your own.                                   |
| <b>Friday June 21</b>   |   |   |
| <b>9:00 am</b>          | Breakfast nibbles available   |   |
| <b>10:00 am</b>         | Baker Heritage Museum Tour including the Wally Byam Experience  | Exact Time TBD  |
| <b>12:00 pm</b>         | Lunch Choices: A BYO Picnic in lovely Geiser-Pollman Park directly across from the Museum, No-Host Lunch at Little Pig Restaurant or YOYO lunch.  |   |
| <b>Afternoon: YOYO</b>  | ("You're on Your Own") Lots to do in the area!  |   |
| <b>5:00 pm</b>          | Social Hour: Bring your chair, drink, snack. Dinner is YOYO   |   |
| <b>Saturday June 22</b> |   |   |
| <b>9:00 am</b>          | Breakfast nibbles available   |   |
| <b>10:00 am</b>         | National Historic Oregon Trail Interpretive Center - Guided Tour  | Exact Time TBD  |
| <b>Afternoon: YOYO</b>  | Some fun events are listed below. More event info to come later.  |   |
| <b>1:30 pm</b>          | Sumpter Valley Railroad, Narrow Gauge RR through the mountains  | Cost \$25 per Senior  |
| <b>1:30 pm</b>          | Start of Baker City Cycling Classic Downtown Criterium<br><a href="https://business.visitbaker.com/events/details/baker-city-cycling-classic-20455?calendarMonth=2024-06-01">https://business.visitbaker.com/events/details/baker-city-cycling-classic-20455?calendarMonth=2024-06-01</a><br><i>Other info will be added closer to Rally...</i> |   |
| <b>5:00 pm</b>          | Social Hour: Bring your chair, drink, snack.  |   |
| <b>6:00 pm</b>          | BBQ Ribs, Baked Beans and dessert provided with meal fees. Please bring a side dish to share. Need a different dietary option? Contact Karen  | Resort Meeting Room. BYO your own plates, eating utensils (i.e. your Kit) |
| <b>Sunday June 23</b>   |   |   |
| <b>9:00 am</b>          | Continental breakfast<br>Boiled Eggs, Bagels, Cream Cheese, Scones, Fresh Fruit, etc.   |   |
| <b>Monday June 24</b>   |   |   |
|                         | Some IAC Members are heading to Grande Hot Springs RV Resort for a day or two of soaking. Make a reservation and join us!   | Only 40 mins away near La Grande, Oregon.                                 |

## Sample = Itinerary (simple)

**LAKE WALCOTT RALLY ITINERARY**

September 22-24

**FRIDAY SEPTEMBER 22, 2023**

**Breakfast:** On your own

10 AM: Tour of Minidoka National Historic Site

**Lunch:** On your own

3:00 PM: Plant trees with Park Staff; Wildlife Refuge presentation

**Dinner:** 5 PM Happy Hour and Group Potluck – Whatever you would like to share! Host is bringing bratwurst and German potato salad.

7:00 PM Play Pit

**SATURDAY 23 SEPTEMBER 2023**

**Breakfast:** On Your Own

10 AM: Stain cabins at park

**Lunch:** On your own

2 PM: Finish projects or play "disc golf" (discs may be rented from the park)

**Dinner:** 5 PM Happy Hour and catered dinner by "On the lamb" caterers

**SUNDAY 24 SEPTEMBER 2023**

**Breakfast:** 9 AM Host will bring sweet breads, fruit and "left overs". Participants may share "whatever".

Safe Travels Home ☺

This rally is to help improve our state parks. Funds were provided by Thrivent for a community service project which has paid for the trees we will plant. For participating, everyone will get a T-shirt to wear on our project days.

## Sample = Promotion and Itinerary

### Breakout Rally

April 20 – 23, 2023

Mountain Home RV Resort,  
Mountain Home, ID

Please call **Mountain Home RV Resort** at **208-580-1211** to make your campsite reservation.

• Tell them you're with the Idaho Airstream Club.  
(\$57.37/night)

All campsites have full hookups (electricity, water and sewer).

We are scheduled to use the club house for meals, meetings and other gatherings on Thursday evening, all day Friday, part of Saturday, and Sunday morning.

Please reply if you're interested in golfing this rally weekend.

Bluebird house building and the business meetings will keep us busy!

We will send a final rally schedule about a week before the rally.

Questions or changes, please call  
Host: name – phone# - email  
Co-Host: name – phone# - email



### Breakout Rally Planning April 20 – 23, 2023 Trinity View RV Park, Mountain Home, ID

Thursday, 4/20 – Check-in starts at noon

YOYO activities  
Games and visiting in the club house  
*New Moon*

Friday, 4/21

YOYO breakfast, lunch  
Build blue bird houses  
Hike, explore, etc.  
5:00 – Happy hour & Get to know you  
6:30 – Dinner - Host-provided chilis and condiments  
Jan & Feb birthdays and anniversaries, bring desserts to share  
Others bring side or salad to share  
After dinner – campfire stories

Saturday, 4/22 (Earth Day)

YOYO breakfast, lunch  
8:30 – Executive Board Meeting  
10:00 – Unit General Meeting  
Afternoon – Roundtables for tips and tricks, safety, and more. Blue bird options. YOYO  
5:00 – Happy Hour  
6:30 – Potluck Dinner (clean up the left-overs!)  
*Lyrids Meteor Shower*

Sunday, 4/23 – Check out 6pm

9:00 – Potluck breakfast  
Install bird houses?

# Sample = Rally Fee Calculation Workbook

This workbook contains 2 tabs with forms to help the host track expenses, attendees, etc.

Rally Hosts are encouraged to use them to calculate rally fees and provide all the required information to the Treasurer; however, their use is not mandatory. The essential thing is to calculate the rally fees in accordance with the basic procedure as explained in the Rally Fee Calculation Guidelines section and to provide a clear and complete accounting of the rally fee calculation for the Idaho Clubs financial records.

## Roster/Tally Tab:

| IDAHO AIRSTREAM CLUB RALLY ROSTER             |       |                             |        |             |             |         |                |                 |                  |           |       |          | Page 1 of 2 |  |
|---|-------|-----------------------------|--------|-------------|-------------|---------|----------------|-----------------|------------------|-----------|-------|----------|-------------|--|
| Rally Name & Location: Test - Hoping it Works |       |                             |        |             |             |         |                |                 |                  |           |       |          |             |  |
| Rally Date: 9/17/2025 to 9/22/2025            |       |                             |        |             |             |         |                |                 |                  |           |       |          |             |  |
| Host: Lorie Co-Host: Karen                    |       |                             |        |             |             |         |                |                 |                  |           |       |          |             |  |
| NAME  | BRN # | RALLY & ACTIVITY ATTENDANCE |        |             |             |         | RALLY FEE OWED |                 |                  |           |       | PAID (✓) |             |  |
|   |       | # People                    | Site # | Arrive Date | Depart Date | Comm on | Host Provid ed | Option Theate r | Person (age 10+) | Total Due |       |          |             |  |
| 1 one   |       | 2                           | 3      | 18-Sep      | 21-Sep      | 20      | 15             | 84              | 119              |           | 237   | 237      |             |  |
| 2 two   |       | 2                           | 5      | 18-Sep      | 21-Sep      | 20      | 15             | 42              | 77               |           | 154   | 154      |             |  |
| 3 three                                       |       | 2                           | 1      | 18-Sep      | 22-Sep      | 20      | 15             | 84              | 119              |           | 237   | 237      |             |  |
| 4 four  |       | 1                           | 4      | 17-Sep      | 22-Sep      | 20      | 15             | 42              | 77               |           | 154   | 154      |             |  |
| 5 five  |       | 2                           | 2      | 18-Sep      | 21-Sep      | 20      | 15             | 84              | 119              |           | 237   | 237      |             |  |
| 6 six   |       | 1                           | 6      | 18-Sep      | 21-Sep      | 20      | 15             | 42              | 77               |           | 154   | 154      |             |  |
| 7 seven                                       |       | 3                           | 7      | 18-Sep      | 22-Sep      | 20      | 15             | 0               | 35               | 7         | 77    | 77       |             |  |
| 8   |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 9   |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 10  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 11  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 12  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 13  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 14  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 15  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 16  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 17  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 18  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 19  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 20  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 21  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 22  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 23  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 24  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 25  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 26  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 27  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| 28  |       |                             |        |             |             |         |                |                 | 0                |           |       |          |             |  |
| TOTALS  |       | 13                          |        |             |             | 140     | 105            | 377             | 622              | 7         | 1,250 | 1,250    |             |  |

15-Feb-25

These two totals must be equal

**Fee Calculation Tab:**

| A  |  | B  |   | C |        | D      |   | E     |  | F     |                       | G                    |  | H   |   | I     |  | J |  | K |             | L      |  |
|----|--|----|---|---|--------|--------|---|-------|--|-------|-----------------------|----------------------|--|---|---|-------|--|---|--|---|-------------|--------|--|
| 1  | IDAHO AIRSTREAM CLUB   |    |   |   |        |        |   |       |  |       | RALLY FEE CALCULATION |                      |  |   |   |       |  |   |  |   | Page 2 of 2 |        |  |
| 2  | Rally Name &/or Location: <u>Test - Hoping it Works</u>  |    |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 3  | Rally Date: <u>2/7/2025</u>  |    |   |   |        |        |   |       |  |       |                       | to <u>2/10/2025</u>  |  |   |   |       |  |   |  |   |             |        |  |
| 4  | Host: <u>Lorrie</u>  |    |   |   |        |        |   |       |  |       |                       | Co-Host <u>Karen</u> |  |   |   |       |  |   |  |   |             |        |  |
| 6  | DESCRIPTION  |    |   |   |        |        |   |       |  |       |                       | ESTIMATED AMOUNTS    |  |   |   |       |  |   |  |   |             |        |  |
| 8  |  |    |   |   |        |        |   |       |  |       |                       | Common               | Host Provided<br><i>Create Item on JotForm (per rig)</i> | Optional<br><i>Create Item on JotForm</i> | Optional<br><i>Create Item on JotForm</i> | Total |  |   |  |   |             |        |  |
| 11 | EXPENSES (Please attach receipts)  | 1  | Welcome Bag (Optional)                                |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 12 |  | 2  | (Est) Brisket for Hosted dinner                       |   |        | 72.61  |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 13 |  | 3  | (Est) Donuts/Pastries for Hosted breakfast meeting    |   |        | 31.76  |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 14 |  | 4  | Pavillion   |   | 50.00  |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 15 |  | 5  | Historical Speaker (travel expenses)                  |   | 63.00  |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 16 |  | 6  |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 17 |  | 7  | Optional = Water Slide Park (per person)              |   |        |        |   | 25.00 |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 18 |  | 8  |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 19 |  | 9  | Optional = Theater requiring advanced ticket purchase |   |        |        |   |       |  | 41.85 |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 20 |  | 10 |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 21 |  | 11 |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 22 |  | 12 |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 23 |  | 13 |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 24 |  | 14 |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 25 | <b>Total Rally Expenses</b>  |    |   |   | 113.00 | 104.37 |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             | 217.37 |  |
| 27 | Number of trailers attending   |    |   |   | 7      |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 28 | Net Rally Fee per Trailer (Must be 20 or less)   |    |   |   | 16     | 14.91  |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 29 | Fee Paid w/Registration  |    |   |   | (20)   |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 30 | Additional Rally Fee (per rig or individual):<br>... Create fee item(s) for JotForm Registration |    |   |   | 0      | 15     | 0 | 0     |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 31 | <b>Total Rally Fee per Rig</b>   |    |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             | 35.00  |  |
| 32 | 15-Feb-25  |    |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 33 |  |    |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 34 |  |    |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |
| 35 |  |    |   |   |        |        |   |       |  |       |                       |                      |  |   |   |       |  |   |  |   |             |        |  |

# Sample – Rally Host Questionnaire Form:

<https://airstreamclub.org/idaho/rally-hosts-input-form>

## Rally Host Questionnaire

Please fill out the information below. It will be used to create the rally event on the Idaho Airstream Club website and the registration JotForm. Add information about the RV park, any special dinners or activities, any costs or fees associated with those, etc.

### Host

  
First Name  
Last Name

### Host Phone Number

Primary Host

### Email

Primary Host

### Co-Host

  
First Name  
Last Name

### Rally Name

Breakout, Installation, Jamboree

### Start of Rally

Date

### End of Rally

Date

### Registration Opening Date - When to make JotForm Active

No submittals before this date

### Registration Closing Date - When to close registration

No submittals after this date

### RV Park Information

Name of RV park

### RV Park Phone Number

Please enter a valid phone number.

Number of sites available for rally - A quantity will be set. No other submissions allowed.

### Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Cost for campsite \$ \_\_\_\_\_ . Additional Costs \$ \_\_\_\_\_ .  
Total Cost Add Those Below

Add your additional costs here. Dinners, Tickets, etc..

Agenda (you can type below or cut and paste from your own document)

Any activities, outings or dinners and any known costs...etc

Powered by Jotform

**Sample = Registration Receipt** (automatically emailed to the Host upon Registration)

 Breakout Rally

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**\*\*Pet Policy\*\* (Required)**  
Please click Yes that you have read and acknowledge the IAC Pet Policy, or that it is N/A if no pets

N/A - Not Applicable

BRN# 4209

First Person Tony Wilson

Second Person Lorrie Bauer

Email [lorriebauer7@gmail.com](mailto:lorriebauer7@gmail.com)

Phone Number (208) 994-1696

Arrival Date 04-04-2025

Departure Date 04-06-2025

|  |                             |
|--|-----------------------------|
| <b>Rally Fee</b>                           | 20.00 USD                   |
| Quantity: 1                                |                             |
| <b>Meal Fee - per trailer only charge!</b> | 15.00 USD                   |
| Quantity: 1                                |                             |
| <b>Convenience Fee</b>                     | 1.29 USD                    |
| Quantity: 1                                |                             |
| <b>Total:</b>                              | <b>\$36.29</b>              |
| Transaction ID:                            | pi_3Qq14zKuzG3G81CR0bBrWUim |

 Lake Walcott Rally 2023 Registration Form

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BRN# 4209

First Person Tony Wilson

Second Person Lorrie Bauer

Email [trons4u@gmail.com](mailto:trons4u@gmail.com)

Address 526 Jackson St, Twin Falls, ID, 83301

Phone Number (208) 308-3728

Arrival Date 09-22-2023

Departure Date 09-24-2023

Preferred Power 30amp

Trailer Length 21 - 26ft

|                        |                             |
|------------------------|-----------------------------|
| <b>Rally Fee</b>       | 5.00 USD                    |
| Quantity: 2            |                             |
| <b>Catered Dinner</b>  | 30.00 USD                   |
| Quantity: 2            |                             |
| <b>Convenience Fee</b> | 1.29 USD                    |
| Quantity: 1            |                             |
| <b>Total:</b>          | <b>\$71.29</b>              |
| Transaction ID:        | pi_3NUA5qKuzG3G81CR1CqME84g |